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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group - Bridging the Gap:From Innovation to Standards** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2009-2012 | **Innovation-I-026** |
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| **Source:** | TSB |
| **Title:** | Third meeting of the Focus Group on Bridging the Gap: From Innovation to StandardsMoscow, Russia, 11 September 2012 |

This document provides information on the third meeting of the Focus Group on Bridging the Gap: From Innovation to Standards (FG Innovation).

1 The third meeting of the FG Innovation is scheduled to take place at National Research University Higher School of Economics, 11 Pokrovskiy Boulevard, in Moscow, from 10-11 September 2012 inclusive, at the kind invitation of the University Higher School of Economics. A one day workshop on ICT Innovations for emerging economies will be held on 10 September 2012 followed by the meeting of the Focus Group on 11 September 2012. The nearest metro stations are Kurskaya, Chkalovskaya and Kitay-Gorod.

2 FG Innovation is open to ITU Member States, Sector Member, Associates and Academic Institutions and to any individual from a country which is a member of ITU and who is willing to contribute to the work; this includes individuals who are also members or representatives of interested standards development organizations.

3 The items for discussion at the meeting will be made available on the Focus Group web page:
<http://www.itu.int/en/ITU-T/focusgroups/innovation/Pages/default.aspx>. Information related to the meeting as well as the contributions received will also be made available on the Focus Group web page.

Participant registration will begin at 0830 hours. The FG Innovation meeting will open at 0900 hours on 11 September 2012. No registration fee is required for participating in this meeting.

The discussions will be held in English only.

The documents will be made publicly available. In preparing documents, please use the basic template for the FG documents available from the Focus Group web page. Participants shall submit input documents to FG Smart in electronic format to TSB as follows:

- contact TSB at tsbfginnovation@itu.int to receive a number (nnnn) for each document

- prepare documents with a file name as follows: FG-Innovation-I-nnnn (with the appropriate file extension)

- using an FTP client, upload the document to the document drop folder in the FG Innovation FTP area, namely:
 **Host name:** ifa.itu.int
 **Path:** /t/fg/innovation/docs/incoming
Note: contents of the document drop box can be read with a web browser at: <http://ifa.itu.int/t/fg/innovation/docs/incoming/>.

Documents will be processed by TSB and moved [to the relevant read only folder:
http://ifa.itu.int/t/fg/innovation/docs/1209-mosc/in](http://ifa.itu.int/t/fg/innovation/docs/1209-mosc/in) /

The deadline for document submission for this meeting is **3 September 2012**. Please note that this is a paperless meeting.

4 For practical information, please refer to the following website: <http://www.itu.int/en/ITU-T/focusgroups/innovation/> (provided as “meeting information”).

5 To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please register via the on-line form at
<http://www.itu.int/en/ITU-T/focusgroups/innovation/> , as soon as possible, but **not later than
2 September 2012**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online.*** To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

6 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Russia. It is the responsibility of participants to make the arrangements for obtaining their visa to Russia. The visa can be obtained from the office (embassy or consulate) representing Russia in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your request for the invitation letter as soon as possible.

Participants who require an invitation letter and/or a visa supporting letter for entering Russia are advised to get in touch with the following contact persons from the host organization :

* Dr. Julia Taratukhina (E-mail: jtaratuhina@hse.ru, Mobile: +79057877546)
* Nadejda Chernyak (E-mail: nchernyak@hse.ru, Mobile: +79168020402)
* Dr. Alexander Chumichkin (E-mail: achumichkin@hse.ru, Mobile: +79037985457)

7 Participants are advised to contact the hotel directly for making their reservation for accommodation.

The contact details of some hotels near the venue for the event are shown below. Preferential rates have been negotiated by the host organization with Hotel Complexes Izmailovo-Gamma Delta only.

**The Hotel complexes «Izmailovo» - «Gamma Delta»**

Izmailovskoye shosse, 71

Moscow 105613,

Closest metro station : Partizanskaya

Rate per night for Business premium rooms (without breakfast) : 4,140 Rubles

Breakfast : 400 Rubles

Reservations
Tel: +7 (495) 737-7070/7055
E-mail: booking@izmailovo.ru

<http://www.izmailovo.ru/en/nomera/>

# Ermitage

# Durasovsky per., 7

# Moscow

# Closest metro stations : Kurskaya

# Tel.  :  +7 (495) 917-19-19, +7 (495) 627 50 00

# Fax : +7 (495) 917-16-17

# ICQ for booking : 178427991

# <http://www.ermitagehotel.ru/?&lang=english>

# E-mail: 5064545@mail.ru

**Aquamarine Hotel**

Ozerkovskaya 26

Moscow,

Russia 115184

Closest metro stations : Novokuznetskaya

Tel.:  +7 (495) 580 28 28

Email: reservations@aqmh.ru

**Hotel Alfa**

Izmailovskoe shosse, 71

Building A

Moscow 105187

Russia

Closest metro station : Partizanskaya

<http://www.alfa-hotel.ru/en/contact/>

Tel.: 8-800-100-43-00

Tel.:  +7 (499) 166-46-02
Fax: +7 (499) 166-46-01

8 Delegates will have to make their own arrangements for transportation from airport to the hotel. Considering the Moscow traffic, participants are recommended to use the aero express and the subway for their transport from the airport to hotel. More information regarding transportation will be made available on the website later.